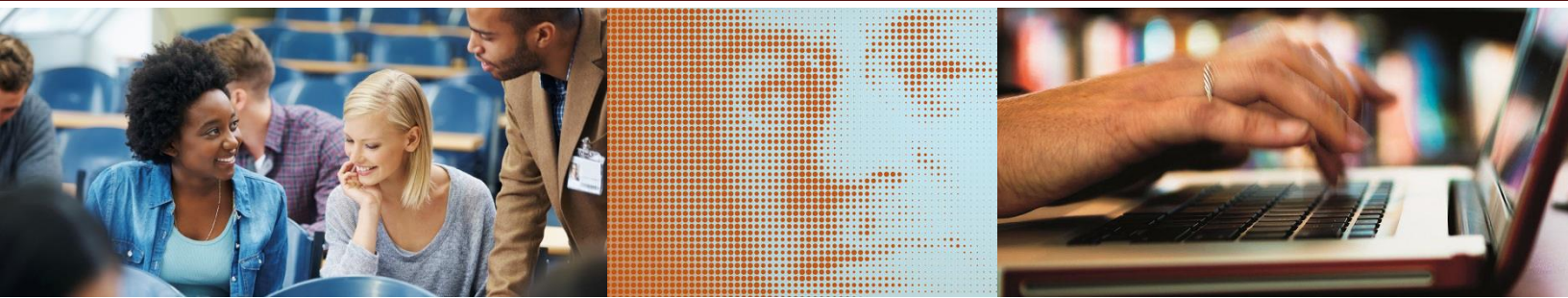


Adler University  
Chicago, Illinois

Position Specifications  
Director of Financial Aid  
March 2015

Prepared by:  
Summit Search Solutions, Inc.



**ADLER UNIVERSITY**

[www.adler.edu](http://www.adler.edu)



## ABOUT ADLER UNIVERSITY

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**Adler University** educates students to engage the world and create a more just society. Adler's students graduate prepared for an evolving job market and emerging fields that address ever-changing social needs—locally, nationally, and globally.

Established in 1952 to build on the pioneering work of Alfred Adler, the first community psychologist, the University offers master's and doctoral programs for social change, with campuses in downtown Chicago and Vancouver, and an online Global Campus. More than 1,200 students are currently enrolled.

The University changed its name from the Adler School of Professional Psychology in January 2015 to reflect its growing scope of programs and more strongly support its vision as the leading academic institution advancing socially responsible practice, healthy communities, and a more just society.

Adler's campus is in the heart of downtown Chicago and features state-of-the-art labs and learning facilities. Nationally recognized for innovative practices in graduate education and community engagement, the University partners with more than 800 agencies providing students with high impact practicum, internship, and service learning experiences. Faculty and students work with several university institutes and centers in applied research, community outreach, and professional development. Adler University has earned the Community Engagement Classification by the Carnegie Foundation for the Advancement of Teaching, recognizing alignment among campus mission, culture, leadership, resources, and practices of exemplary community engagement.

For 63 years, the institution has adhered to the Adlerian principles upon which it was founded and will continue to do so. Over the course of its current five-year strategic plan, since 2010, the institution has attracted enrollment growth of 43%, nearly doubled its workforce, significantly reduced its student-to-faculty ratio, and more than doubled the size of its Chicago campus. The institution has also expanded and aligned its education and community engagement with social responsibility, expanded its global involvement and impact, and achieved significant growth in institutional advancement. Read more: <http://www.adler.edu>

Adler University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

**Location:** 17 North Dearborn Street, Chicago, IL 60602

## THE POSITION

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The **Director of Financial Aid** reports directly to the Vice President for Administration and is responsible for providing services necessary to operate and organize a complete financial aid program to Adler University students. Responsibilities will include ensuring federal compliance across University campuses issuing US Title IV funds, and providing leadership and management of professional staff, support staff, and department operations. Direct reports include: two Associate Directors (one in Chicago, one in Phoenix over the Global Campus), a Senior Financial Aid Counselor and a Financial Aid Counselor.

### Duties and Responsibilities:

- Direct expanded automation of and manage financial aid operations through utilization of the integrated student information system - Ellucian Colleague.
- Provide leadership and management of professional staff, support staff, and department operations.
- Develop and implement best practices that support the goal of enrollment growth and quality of services.
- Ensure compliance across Chicago and Global campus financial aid operations.
- Automate and develop infrastructure and processes to support expansion of online programs through Global Campus – including development and management of non-standard terms.
- Develop and implement automation, policies and processes to support launch of baccalaureate programming (beginning 2016)
- Update and manage applicable financial aid policies and practices for processing financial aid.
- Administer financial literacy, debt management, and default management programs.
- Manage a cohesive application review and award process.
- Manage receipt of student scholarships, grants, and third party payments.
- Monitor satisfactory academic progress; maintain systems of accountability.
- Maintain professional knowledge of all federal and state financial aid regulations and policies and manage the office in compliance with all such regulations and policies.
- Manage external audit of Title IV funds.
- Work closely with registrar/bursar and finance department to ensure compliance in terms of cash management when disbursing Title IV funds.
- Other duties or special projects that may be assigned by the VP of Administration.
- Manage veteran educational benefits.

### Valued Core Behaviors:

- Communication
- Teamwork and collaboration
- Responsiveness to change
- Results-orientation
- Quality and accountability orientation
- Support and model the School's values of: social interest, compassion, justice, respect for the individual, honoring diversity and difference, intellectual rigor, optimism and collaboration.

**Required Qualifications:**

- Bachelor's degree in a related field. Master's degree preferred.
- Minimum seven years of work experience in a post-secondary institution with administrative responsibility for financial aid services.
- Experience must include supervision of staff and in-depth experience managing back-end setup.
- Financial aid support of online/digital programming is required.
- Experience with Ellucian Colleague is a plus, but strong understanding of systems, generally, is required.
- Able to interact and speak effectively in interpersonal situations and before groups.

**PROCEDURE FOR CANDIDACY**

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume: [Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5002665&portalID=5652>

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*The Adler University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the higher education sector. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Summit has offices in New York, North Carolina, Michigan, Colorado and California. Summit brings precision, process, and passion to its work.

## CHICAGO, ILLINOIS

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Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

Chicago is the third most populous city in the United States with approximately 2.7 million residents. The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are 33 sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.



As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland – integrity, hard work, and community – and reflects the ideals in the social fabric of its 77 distinct neighborhoods. Some favorite ethnic communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Chicago is recognized across the United States as a very passionate sports town with professional teams such as the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in Chicago area are as diverse as the people, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to 23 Michelin-starred restaurants, with one three-star restaurant, Alinea. *Savour* magazine even dubbed Chicago “America’s new culinary star.”

Chicago has long been known for theatre, from big productions at landmark venues in Chicago’s downtown Theatre District to experimental works at small storefront theaters in outlying neighborhoods. In addition, Chicago's theatre community spawned modern improvisational theatre. When it comes to music, there are live performances of every kind every night of the week, although jazz and blues have a special place in the city’s cultural history.

Chicago is a travel hub, which means it’s easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O’Hare International Airport, the world's third busiest airport, on the far northwest side. Once one is in Chicago, there are many convenient options for getting around, from bike paths and L trains to buses and cabs.

*For additional information on Chicago, please visit:*

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<http://www.cityofchicago.org/city/en.html>  
<http://www.choosechicago.com/>